



Job Location: 400 Deaderick Street, Nashville TN 37243

Director of Operations, Food Programs

The Department of Human Services mission is to offer temporary economic assistance, work opportunities and protective services to improve the lives of Tennesseans. Our vision is to be a leader in effectively partnering with human service customers in establishing or re-establishing self-sufficiency to create a better quality of life.

In support of our mission, the Department is accepting resumes for the position of **Director of Operations (DOO) for the Food Programs**. In partnership with the United States Department of Agriculture (USDA), DHS administers two federal food programs, The Child and Adult Care Food Program and the Summer Food Services Program. (CACFP and SFSP) These programs exist with the purpose of providing nutritious meals to children and adults in various community settings throughout the state of Tennessee.

The Director of Operations will directly and indirectly supervise a Director, Program Manager, Program Specialist, a Program Coordinator and a total departmental team of thirteen professionals to ensure CACFP/SFSP compliance with all federal and state requirements.

The Director of Operations reports directly to the Deputy Commissioner for Programs and Services and will be responsible for the day to day administration of the Food Program.

Position Responsibilities:

- Ensures successful delivery of services with an annual budget of over \$80 million dollars in federal funds through a systemized reimbursement process with eligible Sponsors for the provision of nutritious meals
- Working with various Departmental programs, the position assumes the lead in program planning, budgeting, policy development and implementation as well as ensures information technology processes are efficient and effective to fully support the purpose of the program
- Serves as the Liaison to the Southeast Regional Office of the USDA, Food & Nutrition Division

Position Requirements:

- Bachelor's degree in public health, nutrition, social work, public/health administration, economics, or closely related field required
- Five (5) years of full time professional experience in public health, social services, or USDA nutrition assistance programs management
- Leadership experience required in strategic planning, performance monitoring, talent management, policy development and implementation
- Three (3) years of professional experience supervising a team of professionals in the operations of a human services program
- Supervision, coaching and mentoring of professional staff
- Experience mapping protocols and procedures for efficiency and timeliness preferred
- Understanding and familiarity with federal guidelines pertaining to the CACFP and SFSP programs
- Demonstrated ability to develop partnerships within and outside the organization
- Previous experience working with the USDA and food programs preferred

Competencies:

- Strategic Agility
- Timely Decision Making
- Political Savvy
- Building Effective Teams

Information regarding State of Tennessee benefits:

<https://www.tn.gov/hr/topic/benefits>

How to Apply:

- Please submit resume and cover letter outlining your related experience to talent.management.dhs@tn.gov by December 13, 2017.

All email submissions must include in the subject line: Director of Operations Food Programs

- **Target Salary:--\$90,000-95,000.** Salary will be commensurate with knowledge, skills and experience directly related to this job.

Applicants may be subject to background check.

Any position could ultimately be designated as work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

Pursuant to the state of Tennessee's policy of non-discrimination, The Tennessee Department of Human Services does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.